

AWC meeting February 28, 2012
1:30 p.m. 3:00 p.m.
Centennial Building, Ladyslipper Conf Room
Meeting Minutes

Attending:

- | | |
|----------------------------|--------------------------------------|
| 1. Lorelei Peters MMB | 11. Sandy Stolt Retirement |
| 2. Linda Feltes MMB | 12. Sally Kupferschmidt Retirement |
| 3. Bob Eder-Zdechlik MMB | 13. Amy Sanda MnDOT |
| 4. Dawn Cvengros MMB | 14. Michele Lardani OAH |
| 5. Tamara Bohmert DPS | 15. Cathy Quintero OAH |
| 6. Sandea O'Bryant Adm | 16. Liz Friday DHS |
| 7. Nikki Trifilette MDH | 17. Brianna Werket Military Affairs |
| 8. Jennifer Romero Lottery | 18. Jenny O'Brien Labor and Industry |
| 9. Cori Huffman MDH | 19. Debbie Lerdahl Admin |
| 10. Kim Engwer-Moylan MDH | |

Bob Eder-Zdechlik – Opened the meeting, **welcoming** all attendees, and introduced our first speaker, Dawn Cvengros MMB.

JourneyWell Health Assessment Summary Report

Dawn's presentation was on the JourneyWell findings compiled from the most recent survey taken during Open Enrollment. She had two handouts, JourneyWell Health Assessment Summary Report, State of Minnesota, November 15, 2011, in which she specifically referenced the last 3 pages, Addendum 3, Pages 1-3, Custom Questions for the State of Minnesota and Aggregate Summary of 2100 JourneyWell Health Assessment, which she will make available to online access. In the Aggregate Summary, Dawn noted steady participation in the health assessment, in this the fourth year. Program participation for both Online Programs (3) and Phone Coaching Programs (9) is increasing. Currently, we are tracking engagement, but in the future, plan to track outcomes. Please encourage others to utilize these programs! Of the Top Modifiable Health Risk Factors, five areas are showing minor improvements. 2011 risk status among all state of Minnesota participants is close to the Book of Business 2010-or all of JourneyWell's clients, although 39.5% are high risk or diagnosed with diabetes or heart disease or both. (This is about one third of the population that participated in the health assessment survey.) Our Readiness to Change numbers are indicate a much higher rate than among all participants, so now is the time to create a better environment to offer and support change. The Quality of Life Factors have slipped only slightly from last year-mood being linked to productivity. Our Custom Questions, as noted in the Assessment Summary Report, include Sitting Behavior-see Linda's Update below; Satisfaction with current job, Job Safety and EAP-all strong positive responses. For a copy of the JourneyWell Health Assessment Summary Report, please ask Linda.

Recess

Bob Eder-Zdechlik led the group on a short brisk walk in the tunnel.

Budgeting Wellness

Linda Feltes presented on Financing Wellness, and offered two handouts: a business budget template, a simple spreadsheet tool and Building a Wellness Budget. Please see her presentation notes at the end of these minutes, pages 3-8. She will follow up on any guidelines she can find regarding Fundraising for next month's meeting.

Sandy Stolt and Sally Kupferschmidt of Retirement presented information on their Safety and Wellness Committee, and offered two handouts: History of Safety and Wellness Committee of the Retirement System of Minnesota and Retirement Systems of Minnesota, Safety and Wellness Committee. Please contact them for a copy, or if you have questions or concerns while setting up, or navigating through your committee.

Updates

If you are interested in being part of a small team that builds a system of support for working caregivers, please contact Linda. She is starting this group, now.

The Minute Clinic in the Centennial Office Building is closed.

MMB is participating in a Pilot Program with the Mayo Clinic researching the “sit to stand” workstations and will provide pre and post summaries. A goal for all agencies may be not to do more exercise, but to just get employees standing. Watch for more information on Ergonomics in the workplace and how you can be fit(ted)!

DHS will host the State Capitol 5K this year, watch for a series of pre-race training programs!

There will be a SEGIP vendor summit; all Health Plans will participate. The goal is for all plans to have more consistency.

Work Well’s 2012 Planning Calendar was available as a handout. It is also attached below. See page 9.

REMINDER: The state agency **Check for Health** assessments are due back to Linda by February 15, 2012- OR AS SOON AS POSSIBLE in early March! Agencies are encouraged to have more than just one employee/Wellness Champion complete e assessment. Keep one copy to review with your team and send a copy to Linda.

Minutes prepared by Lorelei Peters. Thank you, Lorelei!

Next meeting

Tues March 27, 1:30-3
Ladyslipper Room, Centennial Bldg
658 Cedar St.

Building a Wellness Budget

1. Be clear in your ask and keep it easy. Then build your case.

Your proposal needs to answer, clearly, quickly and easily:

- What?
- So what?
- Now what?

What? What is the most important thing you want to convey?

So what? Why is it important? What value will it add/what need will it fill?
How you will measure outcomes?

Now what? What do you want these leaders to do about it?
And what is your plan for reporting back outcomes/keeping them in the loop.

2. Identify an advocate.

Resource:

Brenda Norman “Skills and Strategies for Reaching Senior Leadership” presented to AWC’s Aug 2011
<https://extranet.mmb.state.mn.us/workwell/minutes/08-23-11.pdf>

State Guidelines on Incentives

Code of Ethics: <https://www.revisor.mn.gov/statutes/?id=43A.38> (attached)

Acceptance of Discounts to Government Employees (PERSL #1332):
<http://www.mmb.state.mn.us/doc/persl/1332.pdf> (attached)

2011 Minnesota Statutes

43A.38 CODE OF ETHICS FOR EMPLOYEES IN THE EXECUTIVE BRANCH.

Subdivision 1. **Definitions.**

For the purpose of this section the following definitions shall apply:

(a) "Business" means any corporation, partnership, proprietorship, firm, enterprise, franchise, association, organization, self-employed individual or any other legal entity which engages either in nonprofit or profit making activities.

(b) "Confidential information" means any information obtained under government authority which has not become part of the body of public information and which, if released prematurely or in nonsummary form, may provide unfair economic advantage or adversely affect the competitive position of an individual or a business.

(c) "Private interest" means any interest, including but not limited to a financial interest, which pertains to a person or business whereby the person or business would gain a benefit, privilege, exemption or advantage from the action of a state agency or employee that is not available to the general public.

Subd. 2. **Acceptance of gifts; favors.**

Employees in the executive branch in the course of or in relation to their official duties shall not directly or indirectly receive or agree to receive any payment of expense, compensation, gift, reward, gratuity, favor, service or promise of future employment or other future benefit from any source, except the state for any activity related to the duties of the employee unless otherwise provided by law. However, the acceptance of any of the following shall not be a violation of this subdivision:

(a) Gifts of nominal value or gifts or textbooks which may be accepted pursuant to section [15.43](#).

(b) Plaques or similar mementos recognizing individual services in a field of specialty or to a charitable cause.

(c) Payment of reimbursement expenses for travel or meals, not to exceed actual expenses incurred, which are not reimbursed by the state and which have been approved in advance by the appointing authority as part of the work assignment.

(d) Honoraria or expenses paid for papers, talks, demonstrations, or appearances made by employees on their own time for which they are not compensated by the state.

(e) Tips received by employees engaged in food service and room cleaning at restaurant and lodging facilities in Itasca State Park.

Subd. 3. **Use of confidential information.**

An employee in the executive branch shall not use confidential information to further the employee's private interest, and shall not accept outside employment or involvement in a business or activity that will require the employee to disclose or use confidential information.

Subd. 4. **Use of state property.**

(a) An employee shall not use or allow the use of state time, supplies or state-owned or leased

property and equipment for the employee's private interests or any other use not in the interest of the state, except as provided by law.

(b) An employee may use state time, property, or equipment to communicate electronically with other persons including, but not limited to, elected officials, the employer, or an exclusive bargaining representative under chapter 179A, provided this use, including the value of the time spent, results in no incremental cost to the state or results in an incremental cost that is so small as to make accounting for it unreasonable or administratively impracticable.

(c) The commissioners of administration and management and budget shall issue a statewide policy on the use of electronic mail and other forms of electronic communications by executive branch state employees. The policy is not subject to the provisions of chapter 14 or 179A. Appointing authorities in the legislative and judicial branches shall issue policies on these issues for their employees. The policies shall permit state employees to make reasonable use of state time, property, and equipment for personal communications and shall address issues of privacy, content of communications, and the definition of reasonable use as well as other issues the commissioners and appointing authorities identify as necessary and relevant.

Subd. 5. Conflicts of interest.

The following actions by an employee in the executive branch shall be deemed a conflict of interest and subject to procedures regarding resolution of the conflicts, section [43A.39](#) or disciplinary action as appropriate:

(a) use or attempted use of the employee's official position to secure benefits, privileges, exemptions or advantages for the employee or the employee's immediate family or an organization with which the employee is associated which are different from those available to the general public;

(b) acceptance of other employment or contractual relationship that will affect the employee's independence of judgment in the exercise of official duties;

(c) actions as an agent or attorney in any action or matter pending before the employing agency except in the proper discharge of official duties or on the employee's behalf; or

(d) the solicitation of a financial agreement for the employee or entity other than the state when the state is currently engaged in the provision of the services which are the subject of the agreement or where the state has expressed an intention to engage in competition for the provision of the services; unless the affected state agency waives this clause.

Subd. 6. Determination of conflicts of interest.

When an employee believes the potential for a conflict of interest exists, it is the employee's duty to avoid the situation. A conflict of interest shall be deemed to exist when a review of the situation by the employee, the appointing authority or the commissioner determines any one of the following conditions to be present:

(a) the use for private gain or advantage of state time, facilities, equipment or supplies or badge, uniform, prestige or influence of state office or employment;

(b) receipt or acceptance by the employee of any money or other thing of value from anyone other than the state for the performance of an act which the employee would be required or expected to

perform in the regular course or hours of state employment or as part of the duties as an employee;

(c) employment by a business which is subject to the direct or indirect control, inspection, review, audit or enforcement by the employee;

(d) the performance of an act in other than the employee's official capacity which may later be subject directly or indirectly to the control, inspection, review, audit or enforcement by the employee.

Subd. 7. Resolution of conflict of interest.

If the employee, appointing authority or commissioner determine that a conflict of interest exists, the matter shall be assigned to another employee who does not have a conflict of interest. If it is not possible to assign the matter to an employee who does not have a conflict of interest, interested persons shall be notified of the conflict and the employee may proceed with the assignment.

Subd. 8. Precedence of chapter 10A.

Where specific provisions of chapter 10A apply to employees and would conflict with this section, the provisions of chapter 10A shall apply.

Subd. 9. Limits.

This section shall not be interpreted to apply to any activity which is protected by sections [179A.01](#) to [179A.25](#) and collective bargaining agreements and practices thereunder nor to prevent a current or former employee from accepting employment with a labor or employee organization representing employees.

History:

[1981 c 210 s 38](#); [1982 c 560 s 35](#); [1984 c 462 s 27](#); [1Sp1985 c 17 s 9](#); [1987 c 128 s 1](#); [1997 c 202 art 2 s 34](#); [2008 c 204 s 42](#); [2009 c 101 art 2 s 109](#)

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Memo

DATE: December 10, 1996
TO: Agency Heads, Human Resource Directors/Designees and Labor Relations
Representatives
FROM: Karen L. Carpenter
Deputy Commissioner/Acting Commissioner
RE: Acceptance of Special Discounts to Government Employees

I have received a number of inquiries regarding whether state employees can take advantage of special discounts or offers made by private businesses without violating the Code of Ethics.

The following is clarification of our policy concerning acceptance of discounts.

Acceptance of Discounts to Government Employees

Question: Can state employees take advantage of special discounts or offers made by private businesses to “government employees” without violating the Code of Ethics for Executive Branch employees? Specifically, would acceptance of a special discount or offer violate the prohibition on employees accepting gifts or violate the conflict of interest prohibition?

Answer: Special discounts or offers made generically to “government employees” are generally *not* a violation of the Code of Ethics prohibition on gifts. Employees may generally take advantage of these offers, unless a conflict of interest is involved in that the work responsibilities of the state employee directly concern the private business that is making the offer.

Discussion: The Code of Ethics for employees of the executive branch is codified at M.S. 43.38. The applicable sections regarding this issue are as follows:

“Employees in the executive branch *in the course of or in relation to their official duties* shall not directly or indirectly receive or agree to receive any payment of expense, compensation, gift, reward, gratuity, favor, service or promise of future employment or other future benefit from any source, except the state *for any activity related to the duties of the employee* unless otherwise provided by law.” (emphasis added)

“The following actions by an employee in the executive branch shall be deemed a conflict of interest ... (a) use or attempted use of the employee’s official position to secure benefits, privileges, exemptions or advantages for the employee... which are different from those available to the general public; (b) acceptance of other employment or contractual relationship that will affect the employee’s independence of judgment in the exercise of official duties.”

In other words, state employees may only be paid for the work they do for the state *by the state*. The obvious rationale behind this prohibition is to assure that the loyalty of a state employee in conducting their work responsibilities is not unduly influenced by payment from an outside source.

When a private business offers a special discount on their services/products for “government

employees” the issue becomes whether this offer is *in the course of or in relations to the employee’s official duties* or is some type of a payment for an *activity related to the duties of the employee*. When a special discount is offered to “government employees” in general, it is most likely a marketing strategy of the private business to increase *their business*, not to influence the work responsibilities performed by a government employee. For this reason, such discounts are generally *not* a violation of the Code of Ethics prohibition on gifts. Employees may generally take advantage of these offers.

The only situations in which acceptance of these offers is not allowed is if the work responsibilities of the employee directly concern the private business that is making the offer. For example, an employee whose work responsibilities are the licensing of health club facilities cannot accept a special discounted membership for government employees. This is because the employee’s work responsibilities have a direct connection to the business and would create a conflict of interest.

This policy does not eradicate the airline travel credit policy described in M.S. 15.435. If you have any questions about this opinion or need to discuss the specifics of a particular special offer, please feel free to contact Sandy Hyllengren at 296-2642 (rev. 2/98).

cc: Exclusive Representatives

Work Well's 2012 Planning Calendar

= AWC

= Nat'l observance

= State agency hosts

<u>JANUARY</u>	<u>FEBRUARY</u>	<u>MARCH</u>
<p>AWC meeting: 2012 Planning Check for Health via email Heart Health month via email</p> <p>AWC goal: complete Check for Health</p> <p>JourneyWell on Depression</p>	<p>AWC meeting: Budget/incentives/JW review Sleep Awareness via email Brain Awareness via email</p> <p>AWC goal: deliver sleep, brain campaigns</p> <p>JW on Heart Health Heart Month 3 National Wear Red Day</p>	<p>AWC meeting: Nutrition tools (what works, right sizing, labeling?, how to shop) CSA via email</p> <p>AWC goal: organize a food tour</p> <p>JW on Nutrition National Nutrition Month 5-11 National Sleep Awareness Week 12-18 Brain Awareness Week</p>
<u>APRIL</u>	<u>MAY</u>	<u>JUNE</u>
<p>AWC meeting: Bike to work/Nice Ride/starting a walking/running club Volunteer month via email</p> <p>AWC goal: present walking/running club concept to wellness committee,</p> <p>JW on Nutrition National Volunteer Month Alcohol Awareness Week 7 World Health Day</p>	<p>AWC meeting: Take the Stairs campaigns Launch 5K series via email</p> <p>AWC goal: Be agency with largest % participation in Walk @ the Capitol or local walking event</p> <p>19 MnDOT hosts Walk @ the Capitol JW on Physical Activity National Bike Month Arthritis Awareness Month Employee Health & Fitness Month Mental Health Month 31 World No Tobacco Day</p>	<p>AWC meeting: Caregiver support Report from team Invite Emily or Lynn A. to present Invite LifeMatters to present Benefits that support SOM caregivers via email</p> <p>AWC goal: Communicate benefits that support employees who are caregivers</p> <p>xx MnDOT hosts How to Run a 5K clinic JW on Physical Activity</p>

*click on each month for link to Health Observances in that month.

<u>JULY</u>	<u>AUGUST</u>	<u>SEPTEMBER</u>
<p>AWC meeting: Working with your health care provider via email</p> <p>AWC goal:</p> <p>15 Color Run Minnesota 5K 19 DHS hosts How to Run a 5K clinic JW on Sleep</p>	<p>AWC meeting:</p> <p>AWC goal:</p> <p>4 Urban Wildland 5K xx Revenue hosts How to Run a 5K clinic JW on Tobacco Cessation</p>	<p>AWC meeting: Resiliency/ EAP LifeMatters Healthy State of Mind campaign via email Know Your Numbers via email</p> <p>AWC goal:</p> <p>21 DHS hosts State Capitol Run @ Work JW on Dental health National Yoga Awareness Month</p>
<u>OCTOBER</u>	<u>NOVEMBER</u>	<u>DECEMBER</u>
<p>AWC meeting: Diabetes Sit/Stand research</p> <p>AWC goal:</p> <p>JW on Back Health</p>	<p>AWC meeting: Nutrition/Don't Gain a Pound</p> <p>AWC goal:</p> <p>JW on Weight Mgmt. <u>American Diabetes Month</u></p>	<p>AWC meeting: Assessment of Year: Hits, Outs, Runs</p> <p>AWC goal:</p> <p>JW on Weight Mgmt.</p>

Other topics:

Tour MMB/EID's new website
CPR
Train the trainer: stretch, strength, relaxation techniques,
Jan 2013 Martin Luther King Day of Service

*click on each month for link to Health Observances in that month.

